



DEPARTMENT OF THE NAVY  
NAVAL DENTAL CENTER SOUTHWEST  
2310 CRAVEN ST.  
SAN DIEGO, CALIFORNIA 92136-5596

NAVDENCENSOUTHWESTINST 3440.1A  
02B

13 NOV 1998

NAVDENCEN SOUTHWEST INSTRUCTION 3440.1A

From: Commanding Officer

Subj: DISASTER CONTROL DRILLS AND CONTINGENCY PLANS

Ref: (a) OPNAVINST 3440.15  
(b) NAVMEDCOMINST 3440.4  
(c) NAVSTASDIEGOINST 3440.3  
(d) COMNAVBASE OPLAN 6-92

Encl: (1) Sample After Action Report  
(2) Sample Report of Training

1. Purpose. To establish general guidance for Branch Dental Clinic's on both internal and external disaster and contingency plans in conjunction with the closest naval medical treatment facility.

2. Cancellation. NAVDENCENSIEGOINST 3440.1.

3. Background. References (a) through (d) direct that medical and dental commands within the same geographic area, plan exercise joint disaster and contingency plans and conduct disaster control drills using common resources. Additionally, commands are to provide for cross training of medical and dental personnel by rotating assignments for clinical and administrative responsibilities during disaster control drills.

4. Definitions

a. Internal Disaster Control Drill. An exercise designed to test and evaluate an activity's timeliness and effectiveness to perform an emergency function. Recommended duration/periodicity should be conducted 1-2 hours on a quarterly basis. Examples may include Fire, Recall, or Code Blue Drills.

b. External Disaster Control Drill. An exercise conducted to test and evaluate the ability to provide medical assistance at a disaster scene. This is normally coordinated by the nearest medical facility on a periodic basis. These drills will involve augmentation and sharing of resources to assist with managing disasters, mass casualties, or patient evacuation.

5. General Guidelines for all Branch Directors

- a. Establish liaison and coordinate controlled drills and training with local medical facility as applicable.
- b. Ensure all military, civilians, and contract staff members receive training in clinical and administrative procedures for responding to conditions or situations that threaten patient and personnel safety.
- c. Establish on-going training through inservice, classroom, or readings on disaster related topics.
- d. Include all exercises with other disaster control drills required by military authorities and civilian planners. Coordinate responses and cooperate with the nearest medical facility.
- e. Make drills realistic. Emphasize real world conditions in the geographic area with the greatest potential to cause mass casualty events or other emergency conditions.
- f. Evaluate the ability to manage mass casualties at the clinic (i.e., to provide basic and advanced life support and transfer mass casualties to the hospital or clinic.)
- g. Evaluate basic and advanced life support functions given by dental personnel.
- h. Conduct patient evacuation drills to test and evaluate the ability to evacuate patients from all rooms and the building in the event of fire, bomb threat, terrorist activity, or any other natural or manmade disaster, condition, or situation that threatens patient safety. (Evacuation of actual patients may be simulated.)
- i. Overall, evaluate disaster control drills in terms of:
  - (1) Type, nature, and scope.
  - (2) Number of mass casualties.
  - (3) Number and type.
  - (4) Performance of rescue personnel on the scene.
  - (5) Degree of realism.

(6) Success or failure of the command, units, and agencies involved to respond in a timely manner.

(7) Adequacy of services for the recovery, evacuation, and care of mass casualties or patients.

j. Written evaluation of all drills and the corrective action recommended or taken for any deficiencies shall be prepared and retained within the clinic files for 2 years. A copy of the After Action Report, Enclosure (1), will be sent to the commanding Officer via the Emergency Management Liaison.

## 5. Action

### a. Branch Directors shall:

(1) Appoint a Branch Disaster Preparedness Officer in writing and forward a copy to the Emergency Management Liaison.

(2) Issue a Branch Dental Clinic Disaster and Contingency Plan that lists specific responsibilities and assignments. The actual assigning of personnel to specific areas is not recommended due to the questionable availability of individuals during any given time. This plan should, wherever possible, establish joint utilization of medical/dental and facilities. A copy should be furnished to the Emergency Management Liaison and any updates as needed.

(3) Conduct an internal disaster/contingency plan drill as outlined in paragraph 3a. An After Action Report, enclosure (1), should be kept on file at the branch clinic.

(4) Participate in an external disaster control drill as recommended in paragraph 3b. copies of After Action Reports, enclosure (1) should be kept on file at the Branch Clinic for review during command visits/inspections. Ensure that a copy is furnished to the Emergency Management Liaison.

(5) The After Action Report shall include the following information:

(a) Type drill

(b) Location

(c) Day, month, and year drill held

(d) Local time drill/recall initiated and terminated

(e) For personnel recall drill:

1 Number of personnel contacted

2 Number of personnel unable to contact

3 Total percentage contacted

(f) Brief narrative evaluation of the disaster control training and readiness.

(6) Training conducted will be reported on enclosure (2) and maintained in local files.

(7) Include assignments/responsibilities during a disaster/contingency situation on the Branch Dental clinic Watch Quarter and Station Bill.

b. Head, Operating Management shall:

(1) Head, Operating Management shall:

(2) Ensure copies After Action Reports are filed and available for inspection during command assist and Inspection General's visits.

  
D. D. WOOFTER

Distribution:

List 1, Case 1, 2

**SAMPLE AFTER ACTION REPORT**

3440  
1 Jan 9X

MEMORANDUM

From: Director, Branch Dental Clinic, North Island  
To: Commanding Officer, Naval Dental Center Southwest  
Via: Emergency Management Liaison, Naval Dental Center Southwest

Subj: BDC CODE BLUE EXERCISE, 20 DEC 9X, AFTER ACTION REPORT

1. **Location:** BDC North Island
2. **Time of Exercise:** 0900
3. **Participants:** CAPT Sample (Responding Dentist), DT1 Example (Crash Cart), DN Choice (Recorder).
4. **Scenario:** Briefly summarize type of exercise, treatments, and actions completed during the event.
5. **Evaluation:** Overall assessment of the success of the drill, responsiveness of personnel, equipment, problems encountered, etc.
6. **Recommendations:** Areas for improvement may be addressed in this section along with recommendations to correct noted deficiencies.

C. A. DENTIST

SAMPLE TRAINING ROSTER  
NAVAL STATION BRANCH DENTAL CLINIC  
SOUTHWEST

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

TYPE OF TRAINING: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

LENGTH OF TRAINING: \_\_\_\_\_

RANK/RATE PRINTED NAME

RANK/RATE PRINTED NAME

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